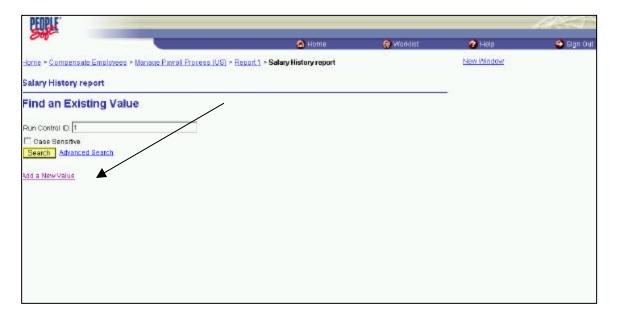
## PeopleSoft Printing the Salary History Report June 29, 2004



Breadcrumbs: Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > Salary History Report

## REQUESTING A SALARY HISTORY REPORT

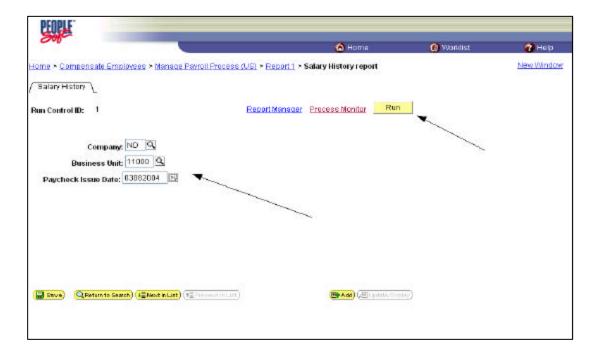
Use the following navigation to 'Salary History Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.



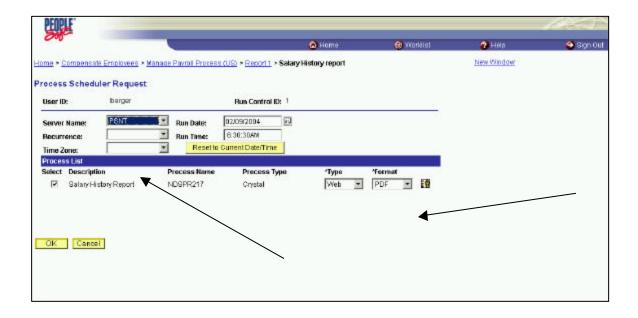
'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access) and enter the Supplemental payroll paycheck issue date (ex. The February paid March Supplemental date would be 03/08/2004) you wish to print. This report can be run for current or prior months. Then Click 'Run'.

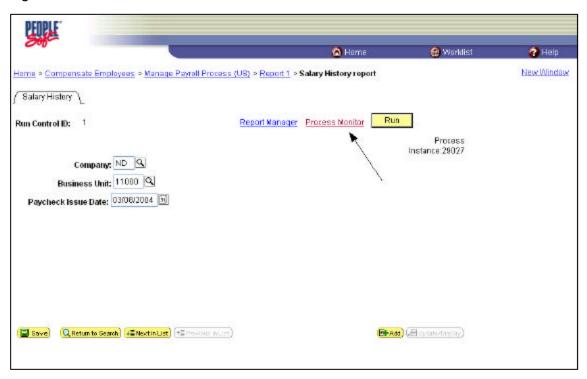
**NOTE**: The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.



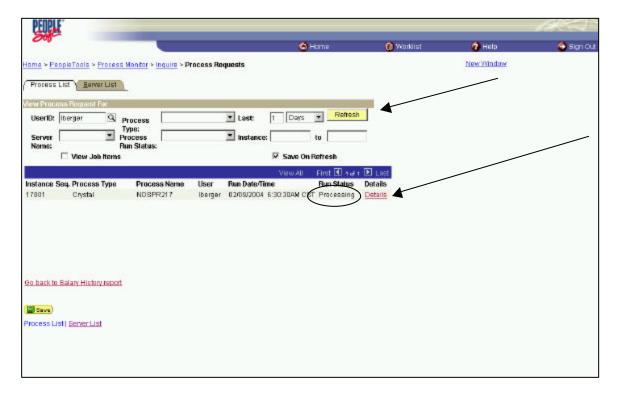
The following screen shows the parameters for the report and the \*Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



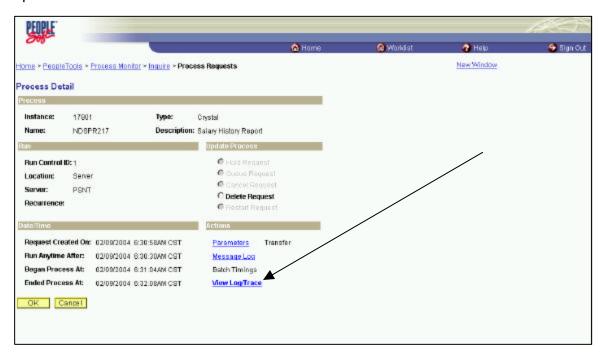
When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

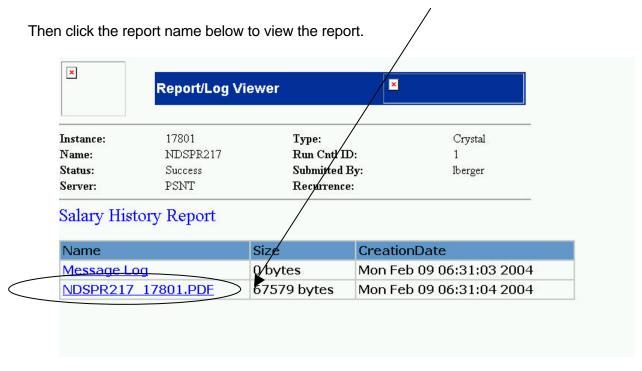


At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.





The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

